



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER - 18**

- OPEN TO:** All Qualified Candidates
- POSITION:** Dispatcher, FSN – 4; FP- AA  
Depending on qualifications and experience,  
incumbent may be hired at a trainee grade.
- OPENING DATE:** April 10, 2005
- CLOSING DATE:** April 24, 2005 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 48 hours/week  
(Saturday through Thursday)

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of Dispatcher for its Motor Pool Unit, General Service Office.

**BASIC FUNCTION:** The incumbent assigns vehicles to meet transportation needs of the U.S. Embassy and other US Government agencies in Bangladesh. H/She also drives vehicles in case of emergency.



## MAJOR DUTIES AND RESPONSIBILITIES:

✚ Dispatches vehicles and drivers as requested per e-mails, written or telephonic requests to transport USG personnel, visitors or material. Establishes priorities and schedules based on relative importance of transportation requests to obtain maximum usage of limited resources. Advises drivers which route to take to avoid delays caused by traffic congestion or civil disturbances. Work in rotational shifts including evening shifts.

✚ Insures that each driver is properly attired, groomed and equipped for his/her shift. Assigns each driver to a vehicle taking into consideration the driver's familiarity with the assigned vehicle type. Inspects vehicles daily to insure that they are clean and in good working condition. Reviews maintenance schedules. Issues keys to appropriate personnel. Safeguards vehicles keys and keys to fuel pumps. Issues fuel as required on emergency basis. Reviews accident reports for completeness and accuracy before submission of reports. Receives emergency after hours house calls and handles them accordingly. Performs other related duties as assigned and directed by the supervisor.

## QUALIFICATIONS REQUIRED:

1. **Education:** Completion of Secondary School Certificate (SSC). College education desirable.
2. **Language Proficiency:** Level III (Good working knowledge) speaking/reading/written ability in English & Bangla.
3. **Prior Work Experience:** Dispatcher experience preferred. Two years of Chauffeur experience preferred.
4. **Knowledge:** Knowledge of vehicle operations, transport requirement, policies and set priorities. Familiar with traffic patterns to direct vehicles with minimum delay. Knowledge of vehicle maintenance.
5. **Skills and Abilities:**
  - ✚ Ability to supervise chauffeurs, understand priorities.
  - ✚ Must have good organizational skills.
  - ✚ Must be able to work in a high-pressure environment.



Good computer skills including knowledge of applications such as MS Word, MS Excel etc.

### **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY:**

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at **Gate-1 (Reception booth)** and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application Form.doc

2. **Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment).** A copy is also attached hereto for your convenience.



OF-612.doc



**Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.**

**ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.**

**NOTE: CV's will not be accepted in lieu of the Application Form.**

**SUBMIT APPLICATION TO:**

**Human Resources Office**

**Attention: HRO**

**Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212**

**POINT OF CONTACT:**

**Human Resources Assistant**

Telephone # 885-5500, Ext: 2521

Fax # 9887825

**DEFINITIONS:**

**1.** EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

**2.** Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

**NOTE:** "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."



***The US Mission in Bangladesh is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age or sexual orientation.***

Cleared by:

HRO:AGSO:FMO:MGT/C